



Dietetic Internship Handbook

for

VA-Track

2022-23

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SECTION 1 – GENERAL INFORMATION

INTRODUCTION TO THE ARIZONA STATE UNIVERSITY DIETETIC INTERNSHIP

The Arizona State University (ASU) / Veterans Affairs (VA) Dietetic Internship with Master of Science (MS) degree is a 16 month (three semesters and one summer) program for individuals who have completed at least a bachelor's degree, as well as accredited Didactic Program in Dietetics (DPD) coursework requirements. The ASU/VA Dietetic Internship provides the supervised practice experience that is required to be eligible to take the Registration Examination for Dietitians. This combined program offers interns the opportunity to complete a Master of Science degree in Nutritional Science in addition to the required supervised practice component. This program is designed to meet the competencies for entry-level practice as a Registered Dietitian Nutritionist (RDN). The program requires completion of a 31 credit MS Degree, Applied Research Project, and approximately 1100 hours of supervised practice experience.

The ASU-VA dietetic internship supervised practice provides a well-rounded experience through the continuum of VA health care, from acute care, long-term care, food service systems, and community nutrition to specialty care nutrition services. This dietetic internship offers experience providing excellent care to veterans using the Academy of Nutrition and Dietetics Nutrition Care Process, evidence-based guidelines and nutrition-focused physical exams while integrating all of this within the VA's progressive technology-based programs.

This combined ASU MS degree and VA Dietetic Internship is an integrated program which starts in late January and continues for 16 months, with supervised practice experiences part-time during the day and graduate courses either on-line or in the evening. Four interns will be accepted each year at the Phoenix VA Healthcare System (PVAHCS) location and two interns will be accepted each year at the Northern Arizona VA Healthcare location in Prescott, AZ. The majority of supervised practice is provided within the VA system, with other rotations at various hospitals, public health agencies, and school districts in the surrounding area. In addition to 31 credit hours of MS coursework, interns will also complete applied projects at the VA, focusing on a nutrition area of research of their choice.

Each intern must successfully complete the objectives for the supervised practice experience and meet all requirements for the Master's degree, including completion of an Applied Research Project. Upon satisfactory completion of both the MS degree and the Dietetic Internship, students will be provided with an Academy of Nutrition and Dietetics (AND) Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

The ASU Dietetic Internship prepares entry-level registered dietitians for careers in a variety of healthcare settings including hospitals, health care agencies, government, food industries, restaurants, schools and private practice. Dietitians assist individuals and families in choosing food for adequate nutrition in health or disease throughout the life cycle, supervise the preparation and service of food in groups, develop modified diets and participate in nutrition research.

ASU's Dietetic Internship program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040 ext. 5400. More information is available at: <http://www.eatrightacend.org/ACEND/>

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The ASU Nutrition Program, including all courses, faculty, and the dietetic internship program is located at the ASU Downtown Phoenix campus.

Comparison of 3 Tracks of Arizona State University Dietetic Internship:

	MS-Degree Track	ASU/VA MS-Degree Track
Interns accepted	16	6
Eligible applicants	Any graduate of an accredited DPD program	Any graduate of an accredited DPD program
Program concentration	Research	Research
Program location	ASU Downtown Phoenix campus and off-campus sites in the Greater Phoenix area	ASU Downtown Phoenix campus and VA Healthcare System in Arizona
ASU Graduate Credits required	33	31
Hours of Supervise Practice	1100	1100
Anticipated time for completion	24 months	16 months
Schedule for completion	Year 1: Two semesters of graduate courses and research thesis Year 2: Supervised practice, full time, from mid-August to the end of March	Supervised practice, part-time, from February to the end of April of the following year at the Phoenix and Northern Arizona VA Healthcare Systems during the day concurrent with ASU graduate courses online or in the evenings and an applied research project
Upon completion student receives:	Academy of Nutrition and Dietetics verification statement of DI completion plus ASU MS in Nutritional Science degree	Academy of Nutrition and Dietetics verification statement of DI completion plus ASU MS in Nutritional Science degree
Application deadline	February 15 th	September 25 th

PROGRAM MISSION AND GOALS FOR GRADUATES

ASU Dietetic Internship Mission:

- The mission of the Dietetic Internship at Arizona State University is to develop Registered Dietitian Nutritionists who have the skills necessary to transfer nutrition knowledge into actual application and high-quality entry level practice. The program provides a strong core of dietetic experiences in which the interns will use knowledge gained in their undergraduate studies and graduate research to benefit the nutrition knowledge, health, and wellness of individuals and the community.

Dietetic Internship Program Goals:

Goal #1: To prepare high-quality Registered Dietitian Nutritionists for employment in entry-level positions.

Objective measures:

- Over a 3-year period, the program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists will be at least 80%.*
- Over a 3-year period, at least 80% of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.*
- Over a 3-year period, at least 80% of program interns will complete program/degree requirements within 150% of the time planned for completion (12 months for Non-degree track; 36 months for MS-degree and PhD ISPP tracks; 24 months for ASU-VA pathway).*
- Over a 3-year period, at least 80% of program graduates seeking employment will obtain employment in nutrition and dietetics or related fields within 12 months of graduation.*
- Over a 3-year period, at least 80% of employers who respond to a survey on program graduates will rate graduates as adequate or very good in preparedness for an entry-level RDN position.*
- Each year, the mean program score on the CDR credentialing exam for dietitian nutritionists will exceed the national mean score.*

Goal #2: The program will prepare entry-level Registered Dietitian Nutritionists who will develop and implement nutrition education interventions to enhance the health and wellness of individuals and the community.

Objective measures:

- Over a 3-year period, at least 70% of graduate respondents will report becoming involved in their communities through activities related to nutrition education, health enhancement, wellness, and/or research.*

Program outcomes data is available upon request.

STUDENT LEARNING OUTCOMES

Student Learning Outcomes:

1. Graduates will demonstrate professional behaviors, including ethical practice, participation in professional activities, and a commitment to lifelong learning.
2. Graduates will demonstrate effective communication skills and the ability to use a variety of communication tools in disseminating nutrition information.
3. Graduates will demonstrate their ability to use efficiently and effectively the techniques and tools for managing foodservice systems.
4. Graduates will demonstrate their ability to apply knowledge and skills in medical nutrition therapy in a variety of settings.
5. Graduates will be able to utilize a broad knowledge of community nutrition to enhance health and promote wellness in a variety of settings.

ADMISSION PROCEDURES

Application Information:

Admission to the ASU-VA dietetic internship requires concurrent admission to the ASU MS in Nutritional Science degree program. Applicants must complete two different online application forms, first for the internship (DICAS system – see below) and then if matched into the internship, one for the MS in Nutritional Science using the ASU Graduate Admissions online system: <http://graduate.asu.edu/index>.

In addition, before beginning the ASU Dietetic Internship, all students must provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university and a signed AND Verification Statement from an accredited Didactic Program in Dietetics.

The VA track of the ASU Dietetic Internship utilizes the online centralized internship application, DICAS (e-mail DICASinfo@DICAS.org for more information). The online application must be completed by 11:59 pm Central Time on September 25th each year. The fee to use DICAS is \$50 for the first application submitted and \$25 for each additional application. Official Transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA, 02472. When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same individuals as references for each application.

Applicants must also register online with D&D Digital for computer matching and select dietetic internship priority choices by 11:59 pm Central Time on September 25th each year. There is a \$50 computer matching fee.

Applicants Must:

- Provide a DPD Verification Statement or Declaration of Intent to Complete a DPD – submitted with the DICAS online application.
- Provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university (bachelor's degree must be completed before beginning program in January) - submitted with the DICAS online application.
- Request 3 letters of recommendation - submitted with the DICAS online application.
- Provide a resume - submitted with the DICAS online application.
- Provide a 1-2 page personal statement on the DICAS application addressing the following:
 1. Describe the significant professional responsibilities you have held.
 2. State your professional goals and reasons for desiring to enroll in this ASU/VA MS and Dietetic Internship program.
 3. Describe your strengths that will help you succeed in the program and in reaching your professional goals.
 4. Indicate your personal research interests as specifically as possible, including any previous research experience you may have acquired.
 5. Indicate your preference of internship location:
 - a. Phoenix VA location only
 - b. Prescott VA location only
 - c. You would like to be considered for either location
- Have a cumulative GPA of 3.0 or higher.
- Finalists will have an in-person, online, or phone interview with the Selection Committee.
- If you are matched into the ASU/VA Dietetic Internship, you must then apply for admission into the ASU MS in Nutritional Science graduate degree program. You will then be admitted to ASU to begin coursework during the upcoming spring semester. A \$70 application fee is required for the ASU Graduate Admissions application.

Recency of Education Policy

Potential applicants to any of the Dietetic Internship tracks at Arizona State University who have completed DPD programs five or more years prior to application to the internship will be required to update their core knowledge with additional coursework and/or qualified professional experience in nutrition and/or foodservice in order to be eligible to apply. Academic coursework will be recommended based on the applicant's academic and professional experience, and must be accomplished through an ACEND-accredited nutrition and dietetics program. All courses to satisfy recency of education requirements, as determined upon consultation between the applicant and the ASU DI Director, must have been completed within the last five years and prior to beginning the internship. Approval of coursework/professional experience will be at the discretion of the ASU Internship Directors.

The Nutrition Program and ASU administer their educational programs and activities including admission, without regard to race, color, religion, gender, national origin, age or handicap.

ESTIMATED PROGRAM COSTS FOR 2021-22	
Program Fees	Cost
Arizona Resident: 2021-2022 ASU Tuition/Fees for three semesters and a summer session	\$23,268
Nonresident: 2021-2022 ASU Tuition/Fees for three semesters and a summer session	\$42,956
(ASU Tuition Information: Costs are based on the 2021 year. Tuition for the 2022-23 academic year have not been announced. Please check for updates at: https://catalog.asu.edu/tuitionand_fees/)	
Academy of Nutrition and Dietetics DICAS Application Fee	\$50
ASU Graduate Admission Application Fee	\$70
D & D Digital Matching Fee	\$50
Other Expenses and Approximate Costs:	
Fingerprint Clearance Card (background check)	\$65
Student Professional Liability Insurance	\$24
Academy of Nutrition and Dietetics Student Member Fee	\$58
Estimated Total:	AZ residents \$23,585 Nonresidents \$43,273

Other Costs/Requirements:

Each intern is required to have his/her own form of transportation, as many supervised practice rotations will be completed at non-VA locations throughout the Phoenix or Prescott metropolitan area. Interns are required to provide proof of automobile and health insurance.

Interns are required to provide documentation of the following immunizations/tests or proof of immunity prior to starting supervised practice (This list is subject to change! VA hospital will provide interns with many of these necessary immunizations/tests at no charge):

- Negative TB test
- Hepatitis B (or signed declination form)
- MMR series (required for initial enrollment at ASU)
- Tetanus
- Varicella/Chicken Pox (or verification of immunity)
- Urine drug screen
- Fingerprint/Background check
- CPR certification
- Food Handler’s card or Serv-Safe certification
- Influenza Vaccination (October 1 – March 31)
- Proof of complete COVID vaccination status

Estimated Additional Costs of the Program:

- average rent for 1 bedroom apartment in Phoenix or Prescott: \$900/month
- estimate of travel cost (gas if driving to/from rotation sites): \$3.50 per day of supervised practice

**MS Degree in Nutrition
Sample Course Schedule for ASU/VA Track**

Semester 1: Spring	Summer Session	Semester 2: Fall	Semester 3: Spring
NTR 537 = 3 cr NTR 580 = 1 cr NTR 598 = 3 cr	NTR 500 = 3 cr NTR 580 = 1 cr	NTR grad. seminar or elective = 3 cr Statistics = 3 cr NTR 580 = 1 cr NTR 593, part 1 = 3 cr	NTR grad. seminars or electives = 6 cr NTR 580 = 1 cr NTR 593, part 2 = 3 cr
Total = 7 credits	Total = 4 credits	Total = 10 credits	Total = 10 credits

Course Requirements for MS in Nutrition degree:

NTR 500: Research Methods in Nutrition I = 3 credits
 Graduate seminar: NTR 537 “Advanced Nutrition Support” = 3 credits
 Graduate seminar: NTR 598 “MNT: Simulation & Practice” = 3 credits
 Graduate seminar (student’s choice) = 3 credits
 Graduate Statistics (EXW 501 or NTR 502) = 3 credits
 Electives: choose 2 from a variety offered each semester, with advisor approval = 6 credits
 NTR 593: Applied Project, Parts 1 & 2 = 6 credits
 NTR 580: Dietetics Practicum (must be enrolled in 1 credit during each semester of program) = 4 credits

Total = 31 credits for MS degree plus dietetic internship

TUITION PAYMENT/ FINANCIAL AID AND UNIVERSITY RESOURCES
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Tuition payment is due based on Arizona State University tuition deadlines. See this website for ASU tuition policies: <http://students.asu.edu/tuitiondeadlines> Interns in the ASU dietetic internship program must be admitted as ASU students and registered for NTR 580 credits by the first day of each semester in order to begin or continue in the dietetic internship program.

Financial Aid:

Students may apply for financial support, such as student loans, through the University Financial Aid Office: <https://graduate.asu.edu/pay-for-college>. Interns can also defer existing student loans (with a letter from the program director). In years past, interns have been able to comfortably work 10-20 hours a week (nights and weekends) outside the internship for additional monetary support. Applicants are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics (www.eatright.org)

Resources:

As an ASU student, dietetic interns have access to university resources (library, counseling, tutoring, etc.) Please visit <https://chs.asu.edu/students/resources> for a list of resources available to ASU students.

SCHEDULE FOR ASU – VA TRACK DIETETIC INTERNSHIP PROGRAM

Students admitted into the MS-Degree and VA Dietetic Internship Program at ASU will be notified of admission by the D&D Digital Computer Matching system in November each year, followed by notification from ASU Graduate Admissions. Interns will begin orientation and supervised practice in mid-January and begin MS degree coursework at the start of the ASU Spring semester – which typically starts in late January or February.

MS degree coursework and supervised practice are integrated over 3 semesters and a summer session (1½ years). Interns will complete supervised practice during the day (typically 6 hours per day for 4 days per week or 8 hours per day for 3 days per week) and ASU graduate academic MS courses in the evening or online. Interns will work on their applied research projects, assignments, or participate in various internship meetings throughout the program.

Over this 16-month period, beginning in January/February and ending at the end of April in the following year, approximately 1100 hours of supervised practice experience will be provided at various sites and specialty areas throughout the Veteran’s Affairs Healthcare System in Phoenix and Northern Arizona. The majority of supervised practice will take place at these VA Medical Centers. Interns will also complete several weeks at other non-VA sites, such as WIC clinic, school lunch programs, and/or the AZ Dept. of Health. Practicum experiences will be provided in clinical dietetics, food service management, and community nutrition and are progressive in nature starting with general areas and over the course of the experience promote graduated levels of responsibility culminating with staff relief and intern-selected enrichment areas.

The ASU MS degree in Nutrition requires completion of a minimum of 31 pre-approved graduate credits plus successful completion of a faculty-directed applied research project. Upon successful completion of ASU graduate academic MS coursework, Applied Research Project, and DI practicum requirements, interns will be provided with an Academy of Nutrition and Dietetics Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

PROGRAM COMPLETION REQUIREMENTS FOR ASU VA TRACK

To successfully complete the ASU/VA Dietetic Internship Program practicum requirements, interns must receive the following:

- passing grades on all assignments
- all rotation evaluation forms completed and signed by preceptors
- satisfactory or higher ratings on all required RD-level competencies on evaluation forms
- all work must be completed and competencies met within 150% of the 16-month schedule for completion (24 months)

The Master of Science degree in Nutritional Science at Arizona State University requires satisfactory completion of all MS coursework, as well as successful defense of an applied research project. Interns must present a transcript showing completion of all course requirements, as well as proof of a successful project defense from their Graduate Committee to the ASU Dietetic Internship Director.

Upon completion of all of these MS degree requirements and practicum requirements, interns will be provided with a Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

Interns do not have to wait until their MS degree has been posted to their official university transcript to receive a Verification Statement. Instead, the ASU Registrar can clear the student for graduation, which indicates that all graduate degree requirements have been completed. The ASU Registrar’s office can provide this documentation, if needed.

SECTION 2 – POLICIES AND PROCEDURES

EVALUATION PROCEDURES

Definition of Terms

<u>DI Director:</u>	Christina Shepard Nutrition Program Arizona State University
<u>Assistant DI Director:</u>	Sandra Mayol-Kreiser Nutrition Program Arizona State University
<u>Site Director:</u>	The RDN or Manager that is the main supervisor of the intern during their assigned rotations throughout the time they are at a specific site. Currently this is Ashley Bremer at PVAHCS and Jessica Folts at NAVAHCS.
<u>Preceptor:</u>	The supervisor (usually an RDN) that the intern reports to during a specific day/week/topic of each rotation. At some sites, the Preceptor and the Site Director may be the same.

Rotation Curriculum and Evaluation – Guidelines

Interns will be evaluated by the Site Director and/or Preceptors using various evaluation forms. These forms are designed to indicate areas with satisfactory performance and areas that need further practice and improvement. Each time an evaluation form is completed, the Preceptor should discuss it with the intern.

(See this Handbook Appendix for hard copies of the general evaluation forms and instructions.)

There is a Curriculum and Evaluation form for each rotation site/area during the ASU Dietetic Internship. This form lists planned experiences to fulfill each RDN competency and an evaluation section for each planned experience. These activities are linked to each ACEND DI competency. During each rotation topic, preceptors will evaluate interns using the Curriculum and Evaluation form. The staff performing the evaluation will use the guidelines on the form and review it with the intern. Preceptors will also evaluate interns during interview and counseling sessions, group presentations, and upon completion of special projects using specific evaluation forms. At the end of all rotations at a site, the Site Director will complete an Intern Professional Attributes Evaluation form. The Site Director will use the guidelines on the form and review it with the intern.

The ASU Dietetic Internship program uses an online evaluation system called E*Value. The electronic evaluations are the same as the previously used paper evaluations in terms of content. Site Directors and/or Preceptors need to rate the intern on each suggested learning experience – or may select N/A if that experience is not being completed by the intern. There is also a place for comments at the end of each evaluation form. Approximately one week prior to an intern visiting a specific site, the Site Director and/or Preceptors, as well as the intern, will receive an automated email from the E*Value system that is addressed from the ASU Internship Director, christina.shepard@asu.edu. This email notifies them that there are evaluations/curriculum they can access. The link in the email will send them to a queue of evaluations for the intern and a user name or password is not needed. The evaluator just needs to click on the link in the email and they will be able to see the evaluations ready to complete during or at the end of the intern's rotation. The Site Director and/or Preceptors can complete the entire evaluation or just a part of the evaluation form or save it to complete later. They can also forward the email link to any other preceptors who are working with the intern and they can complete parts of the same evaluation form and save it. When the evaluation is complete, it will need to be submitted by selecting the option labelled "Submit".

During the rotation, interns can send other evaluations as needed for any projects, presentations, etc. E*Value will notify the Site Director and/or Preceptors with an email that they have an evaluation to complete. Once evaluations are completed, the dietetic intern will be notified and they can see the ratings they earned with any comments.

The following evaluation forms are automatically sent to the Site Director and/or Preceptors a week prior to the rotation:

- Curriculum and Evaluation
- Professional Attributes

These evaluation forms can be sent to preceptors by the intern as needed:

- Project Evaluation
- Presentation Evaluation
- Interviewing and Counseling Evaluation
- Case Study Evaluation

Clinical Study Guides and Quizzes

The purpose of the clinical study guides is to review and become familiar with pertinent information needed to successfully complete the clinical rotations. The first required study guides should be completed and submitted via the NTR 580 course Canvas site prior to starting clinical rotations. Due dates for study guides and quizzes will be determined each year. Interns are encouraged to discuss the study guides with their clinical preceptors and make any necessary changes to the study guides. Upon completion of each study guide, dietetic interns are required to take an online quiz on each subject. The purpose of the online quizzes is to evaluate learning and to prepare interns for their clinical rotations. Interns need to successfully complete the quiz with at least an 80% passing score. If an intern does not get a passing score on their first try, they will have one more opportunity to retake the quiz. If the intern does not pass the quiz with at least an 80% passing score on their second try, they will need to meet with the Assistant Internship Director and go over clinical material before retaking the quiz again. All study guides and quizzes need to be completed before the completion of clinical rotations to successfully pass the clinical rotations.

Written Assignments

Any written assignments should be reviewed by the Preceptor prior to the completion of the rotation. The Preceptor may require revisions, as he/she deems necessary. When an assignment has been completed to the Preceptor's satisfaction, the assignment should be given to the Site Director and placed in the intern's file. At the end of all rotations at a specific site, all assignments should be sent to the DI Director. All assignments should be evaluated by preceptors on a pass/fail basis, with notification of a failing evaluation given to the intern within one week. If the intern fails the assignment he/she will be given one chance to rework the assignment for a passing evaluation.

Intern Evaluation of Rotations

At the end of each rotation the intern will evaluate his/her experiences in the rotation. The evaluation is designed to indicate the strengths and weaknesses of the rotation, the Preceptors, Site Director, any other staff, and the facility. These evaluation forms are submitted in the E*Value system for review by the DI Directors. The forms will be reviewed at the end of the DI program and used as a basis of discussion during the Annual Review of the Program Meeting. This annual review between the DI Director and Site Director/Preceptors usually occurs by email or phone call and serves to continually improve the dietetic internship experiences.

Intern Tracking of Rotation Hours

At the end of each day, the intern will keep track of supervised practice hours in their rotation. The tracking forms will be completed by the intern either online in the E*Value system or using a hard copy. If a hard copy is used, it must be submitted to the DI Director who will place it into a rotation evaluation file. These forms are reviewed by the DI Directors and used to document completion of supervised practice hours in the professional setting.

Grading

At the end of each semester, interns will be assigned a grade based upon their assignments and evaluation forms. This grade will be recorded in the Arizona State University system as a grade for NTR 580, Practicum.

DIETETIC INTERNSHIP RETENTION AND REMEDIATION POLICY

Interns must receive passing evaluation scores on all required ACEND DI Competencies. Efforts will be made by preceptors and the DI Directors to assist, encourage, and support an intern to improve their skills, knowledge, and performance in order to achieve this minimum accepted level. Interns are expected to let the DI Directors and preceptors know if they are struggling in their rotation. If an intern is struggling in a rotation and/or is danger of failing a rotation, the DI Directors should be made aware by the preceptor as soon as possible and counseling will be provided for the intern.

If an evaluation indicates an intern may not be successful at a rotation or if a rotation is not successfully completed, the intern will be on probationary status. An individualized improvement plan will be developed by the preceptor/s and DI Director and the intern may:

- Be assigned additional assignments by the rotation preceptor and/or DI Director.
- Repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site or an equivalent site. Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation after the regular internship end date. The preceptor and the DI Director must approve the schedule for a repeat rotation.

Copies of written probationary status letters and individualized improvement plans will be stored in the intern files. If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination from the program.

Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

Disciplinary/Termination Procedures

1. If a dietetic intern exhibits behavior requiring disciplinary action a written warning will be given and a conference will be held with the intern and preceptor if the action occurred at a rotation site. Specific steps to ameliorate the identified problems within a designated period of time are a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated time period.
2. If the intern receives three written warnings for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days/tardiness, etc. the intern may be terminated from the program.
3. Other examples of possible causes for disciplinary actions/termination include:
 - a) Being under the influence of either drugs or alcohol while on the job (may result in immediate termination).
 - b) Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the internship program (may result in immediate termination).
 - c) Theft of property.
 - d) Failure to follow direction of an immediate supervisor/preceptor.
 - e) Unexcused absences.
 - f) Repeated absences or tardiness.
 - g) Failure to perform assigned tasks or not completing assignments.
 - h) Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, or preceptors.
 - i) Failure to complete graduate course work or case studies.
 - j) Disrespectful behavior towards preceptors, faculty, professional staff, or other students.
 - k) Not showing up for a scheduled rotation.
 - l) Quitting the internship program.
4. The decision to dismiss an intern from the ASU Internship Program lies with the Dietetic Internship Directors.

POLICY ON PRIOR LEARNING AND SUPERVISED PRACTICE EXPERIENCE

The Arizona State University ASU/VA-track Dietetic Internship does not allow exemption from any dietetic internship rotations, supervised practice hours, or assignments because of prior education courses or experiences.

POLICY ON REPLACEMENT OF EMPLOYEES

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments should be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the DI Director and Site Supervisor.

PROTECTION OF PRIVACY POLICY

Arizona State University Nutrition Program Dietetic Internship files are kept in secured file cabinets and locked in the DI Director's office. All information in the file is private and confidential except for projects the intern has completed, which may be disseminated among our faculty and other interns for educational purposes. The ASU Dietetic Internship Directors have access to interns' confidential Nutrition Program Internship files. Interns have the right to review their personal Dietetic Internship file upon request.

GRIEVANCE PROCEDURES

Grievances against ASU DI Directors, or grades received in NTR 580 will follow the procedures for grievances outlined in the College of Health Solutions Student Handbook, available here:
https://chs.asu.edu/sites/default/files/chs_undergraduate_student_handbook_20171106.pdf

If an intern has a grievance against a Site Director, Preceptor, another rotation site staff member, or the content or process of an experience, the following steps should be taken:

1. The intern should make a good faith effort to resolve the matter with the precepting faculty involved.
2. If the intern's efforts with precepting faculty do not resolve the concern, and if the student wishes to pursue resolution of the disagreement further, the intern can discuss the matter with the DI Directors.
3. If the disagreement is not successfully mediated by interactions with the DI Directors the intern may file a formal complaint against the DI Directors and/or ASU DI Program. This complaint will be presented to the Associate Director of the ASU Nutrition Program.
4. If the intern's formal complaint is not resolved by the Associate Director of the ASU Nutrition Program, the intern may file a grievance against the DI Directors with the ASU College of Health Solutions.
5. If all of the above avenues have been exhausted without resolution, the intern is advised to contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). See below for more information.
6. After culmination of the grievance process the intern may continue in the program with no retribution.

Complaints about Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606, by calling 1-800-877-1600 extension 5400, emailing acend@eatright.org, or on the ACEND website at: <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a-complaint> Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

POLICIES ON VACATION/HOLIDAYS/LEAVES/ATTENDANCE

Interns in the DI program will follow the holiday schedule set by Arizona State University. During the DI practicum, the interns will typically have three weeks of Christmas vacation plus approximately five other holidays (interns will not have vacation during ASU's Fall or Spring Break). The holiday schedule is published up to three years in advance in the ASU General Catalog. The DI schedule will be updated each semester and given to the intern and each practice facility. Other religious holidays may be honored with the approval of the DI Directors. Approval for the holiday must be gained prior to that holiday.

Holiday Schedule for ASU Dietetic Internship

*Memorial Day

*July 4th

*Labor Day

*Veteran's Day

*Thanksgiving week

*3 weeks vacation in December for Christmas and New Years

*Martin Luther King Day

(While completing rotations at the VA, interns will follow the holiday/vacation schedule as set by their VA DI Coordinator)

Policy for Intern Absence/Sick Leave

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies
 - a. Interns are allowed a total of 2 sick days during the internship program.
 - b. Interns will be required to make up hours missed when the Site Director, Preceptor and/or DI Directors deem it necessary to complete the objectives of the rotation.
 - c. For rotations less than two weeks long, all days missed must be made up per rotation site.
 - d. Any leave in excess of two days (other than illness) will need to be approved by the DI Directors on a case by case basis.
 - e. Weekends and vacation days may be used to complete missed days, per rotation site.
2. Interns are also allowed three days in the event of the death of an immediate family member. The intern must bring documentation such as the memorial card to the Internship. Days missed may still need to be made up.
3. Interns must immediately contact their Site Director and any other preceptors they are currently assigned to when calling in sick. The intern must also notify the DI Director of the absence from the rotation and note it on their time log.
4. It is the responsibility of the intern to arrange and complete any missed days. Any missed days not completed within six weeks of the end of the internship program means the intern did not successfully complete the Dietetic Internship Program.
5. If an intern gets injured while at an affiliating agency, he/she must report the injury to the Site Director/Preceptor immediately and to the DI Director. (See Unusual Occurrence Policy below.)
6. Interns participate in the internship at their own risk and are not covered by Worker's Compensation.
7. Interns are responsible for tracking individual supervised practice hours in a professional work setting and submit documentation to the DI Directors via the online system.

ASU/VA-track dietetic interns are scheduled for a 24-40 hours per week, depending on their rotation site. Extra project work will require interns to use off-duty time. Interns are expected to be punctual and available throughout the rotation. The Site Director and/or DI Directors shall handle all rescheduling. All absences and reasons for absences should be noted on the Intern Professional Attributes evaluation form and the time log. All assignments and projects must be completed by the given deadlines.

If an intern must be absent for an extended period of time for illness, pregnancy or adoption leave, or a personal crisis, he/she will be given a grade of incomplete in NTR 580 for that semester. With approval by the DI Directors, the intern will be given additional time to complete that semester's work or be dropped from the program. This extra time can be up to 150% of the 16 month schedule for ASU/VA-track completion (24 months).

Unexcused absences are not acceptable and are subject to disciplinary action.

Dietetic Interns are also expected to attend two professional RDN meetings to enhance their professional development and expose them to professional networking. Interns usually attend two meetings of the Arizona Academy of Nutrition and Dietetic-Central District. These are typically evening meetings and are in addition to regular supervised practice hours. Special approval from preceptors and DI Directors is required for attendance at other non-mandated workshops, conferences and meetings that the dietetic intern wishes to attend.

UNUSUAL OCCURRENCE POLICY AND LIABILITY

An unusual occurrence is any event of which a preceptor is made aware and that has potential to result in harm to a dietetic intern. If a dietetic intern gets sick or has an unusual occurrence during their rotation and needs assistance, the dietetic intern is responsible for informing the preceptor of the occurrence as soon as possible after the occurrence. The preceptor and the dietetic intern must document such occurrences.

It is the dietetic intern's responsibility to arrange for immediate care whether is to the Arizona State University Student Health Services or the intern's healthcare provider of choice. The dietetic intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the student.

The dietetic intern needs to complete a Report of Unusual Occurrence form that may be obtained from the ASU DI Directors, completed, then forwarded to the appropriate Program Director for review. In addition, one copy of the report is to be kept by the dietetic intern, and one copy is to be kept in the intern's file in the program office. If the dietetic intern or person harmed declines immediate care or referral for follow-up care, this declination is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation. If the dietetic intern does not want to sign the form, the preceptor should complete it, note that the intern has refused to sign, and provide the intern with a copy.

Upon notification by the dietetic intern of an unusual occurrence that involves potential or actual harm to the intern, another person, or to agency product/property, the preceptor will meet with the student to determine the nature of the occurrence. The preceptor will then contact the DI Directors to complete the appropriate agency incident report. The original is given to the student and one copy is kept in the Program Director's office.

Arizona State University, the College of Health Solutions, and the Dietetic Internship Program are not liable for any injury or accident occurring during travel to and from assigned rotation sites, meeting locations, etc. Dietetic interns are to be covered under a personal liability/auto insurance for daily travel to and from assigned rotations and experiences.

PROGRAM WITHDRAWAL POLICY

Arizona State University Dietetic Interns may withdraw at any time from ASU and from the Dietetic Internship. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently.

- For the ASU Registrar's Academic Calendar for all Registration and Withdrawal deadlines, see: <http://students.asu.edu/academic-calendar>
- For ASU Graduate Student Withdrawal Policies, see: <https://graduate.asu.edu/key-policies>
- For ASU's policy on tuition refunds, see: <https://students.asu.edu/tuitionrefundpolicy>
- For information about Medical or Compassionate Withdrawal, see: <http://students.asu.edu/forms/medical-compassionate-withdrawal-request>

If an intern withdraws from the ASU Dietetic Internship Program, ASU tuition may be refunded based on ASU's tuition refund policy (see above). No refunds will be given for application fees, computer-matching fees, or for other costs incurred to prepare for supervised practice, such as for required immunizations, insurance, TB tests, etc.

ATTIRE AND APPEARANCE POLICIES

Interns must follow established dress code policies set by each supervised practice facility they are assigned to.

The following general policies apply to all ASU dietetic interns:

1. Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors, and others the intern works with.
2. Lab coats or scrubs can be used if required in the clinical facility.
3. Dress is business casual. No jeans, revealing clothing, form-fitting leggings/yoga pants, short skirts, bare midriffs or athletic wear is allowed.
4. Shoes must have closed toes and closed heels.
5. Name badges must be worn at all times when on duty.
6. Preceptors have the right to determine if the attire worn is consistent with the image desired. During food service rotations, hair covering, minimal jewelry, and no artificial fingernails may be required.

GENERAL INTERN EXPECTATIONS

Interns enrolled in the Arizona Dietetic Internship Program are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination of the program.

Responsibilities of the intern:

1. Interns need to be familiar with all policies and procedures and refer to them to answer policy and procedure questions.
2. Interns need to complete learning experiences, study guides, readings, written assignments, and projects by due dates.
3. Interns are expected to be punctual and available through the rotation.
4. Interns are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times (see Appendix).
5. Interns are expected to represent ASU in an appropriate manner and with an appropriate appearance.
6. Interns are expected to prepare before each rotation by reading required texts and articles and by completing study guides prior to each rotation.
7. Interns are expected to maintain confidentiality of all information discussed within their rotation.
8. Interns are expected to communicate with their preceptors and DI Directors throughout each rotation.
9. Interns are expected to inform preceptors and DI Directors of any change in his/her schedule in a timely manner and to accept program changes that may arise.
10. Interns are expected to maintain a positive and hard-working attitude.

Responsibilities of the DI Directors:

1. Orient the intern to the DI Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Develop schedules for the DI program, organize rotations and plan class days.
4. Monitor and evaluate intern's progress in each rotation.
5. Ensure that all interns are meeting Accreditation Council for Education in Nutrition and Dietetics core competencies.
6. Serve as a role model and mentor.
7. Serve as an advocate for the intern when appropriate and justified.
8. Act as a liaison between the preceptor and intern as needed.
9. Develop partnerships with outside organizations that strengthen the program.
10. Develop and enforce policies and procedures.
11. Direct the selection and procession of new interns.

12. Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
13. Be involved in Academy of Nutrition and Dietetics (formerly American Dietetic Association) activities that strengthen the quality of the dietetic internship program.
14. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE).

Code of Ethics for the Profession of Dietetics Fundamental Principles

The dietetics practitioner:

1. Conducts himself/herself with honesty, integrity and fairness.
2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.

Responsibilities to the public

3. Considers the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in the Code.
5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

Responsibilities to clients

8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and make full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession

12. Practices dietetics based on evidence-based principles and current information.
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills, and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Presents professional qualifications and credentials accurately.
18. Does not invite, accept, or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals

19. Demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals. Code of Ethics for the Profession of Dietetics. J Am Dietetic Association 2009; 109:1461-1467.

Scope of Practice:

Scope of practice in nutrition and dietetics encompasses the range of roles, activities and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in a given state.

ASU Student Conduct

Students are required to adhere to the behavior standards listed in Arizona Board of Regents Policy Manual Chapter V, Campus and Student Affairs Part C: Code of Conduct (http://www.abor.asu.edu/1_the_regents/policymanual/chap5/) and ACD 125: Computer, Internet, and Electronic Communications (<http://www.asu.edu/aad/manuals/acd/acd125.html>).

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Academic Integrity

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering and plagiarism.

See: ASU Student Academic Integrity Policy

http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

Sanctions: <http://provost.asu.edu/academicintegrity/policy/Sanctions>

An instructor, academic supervisor, or committee responsible for evaluation may impose any of the following sanctions for academic dishonesty:

- Reduced or failing grade for assignment,
- Reduced or failing grade for course, or
- Reduced, failing grade, or no credit for other academic evaluation (e.g., clinical training, comprehensive exam, thesis, dissertation).
- Within 10 days after an instructor-imposed sanction is assigned, the student may appeal the sanction to the Dean or Director.

Additionally, an instructor, academic supervisor, or committee responsible for academic evaluation may recommend other or additional sanctions to the Dean or Director, including assignment of the grade of XE and withdrawal of credit for a previously accepted course or requirement.

Title IX: Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students>.

Note that, as a mandated reporter, we are obligated to report any information we become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to make a confidential disclosure or discuss privately.

Accommodations for Disabilities

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) at 602.496.4321 (v) / 602.496.0378 (tty), or by emailing DPCDisability-Q@asu.edu.

Eligibility and documentation policies online: <http://www.asu.edu/studentaffairs/ed/drc/>

SECTION 3 - APPENDICES



**Arizona State University Dietetic Internship Program
Dietetic Internship Handbook Acknowledgement Form**

I hereby agree that I have read the Dietetic Internship Program Handbook and fully understand the material included. Any questions should be discussed with the Dietetic Internship Directors before or during Orientation Week.

Printed Name: _____

Signature: _____

Date Signed: _____

Please turn in on the first day of the internship.

Code of Ethics

for the Profession of Dietetics

I _____, am a Dietetic Intern in the Nutrition Program at Arizona State University. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines, and I agree to uphold its ethical principles. As a Member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code.

Signature

Date



HIPAA Confidentiality Statement

Arizona State University – College of Health Solutions

Student Name (Print): _____

The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications. All Patient Protected Health Information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature that are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible.

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at Arizona State University and must otherwise remain confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized person (s), or access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by Arizona State University and/or the clinical site I was at during the time the violation was made.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an ASU student or faculty member to the appropriate ASU program director.

I hereby acknowledge, by my signature below, that I understand that the PHI, other confidential records and data to which I have knowledge and access in the course of my clinical studies with Arizona State University is to be kept confidential, and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom requirements. I understand my duty to maintain confidentiality continues even after I am no longer in clinical or classroom settings at Arizona State University.

I am familiar with the guidelines in place at Arizona State University and in my clinical settings pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of Arizona State University and clinical sites is made.

This form needs to be returned to the ASU Nutrition Program Dietetic Internship Director.

Signed: _____ Date: _____

Approved by ASU General Counsel: 1/12/2004

ASU Dietetic Internship Case Study Guidelines

A minimum of one clinical Case Study must be completed by each intern during the ASU Dietetic Internship program.

OUTLINE FOR CASE STUDY

This outline is to be used as a guide for the development of your case study. Each major topic needs to be addressed, but the orders and details can be changed to fit the specific case. All case studies should be typed and prepared for oral presentation. A Power Point presentation is required.

I. General information:

- Patient's initials
- Patient's age
- Nationality
- Status in life - job title, marital status

II. Report on Admission

- Date of admission
- Present illness - onset, duration
- Diagnosis
- General condition upon admission
- General orders- diet, medication, drugs, etc.

III. Special history

- Past Medical History
- Family History
- Social conditions affecting health - economic, familial, emotional, and/or psychological

IV. Discussion of disease or condition

- History
- Incidence
- Etiology
- Symptoms (Identify those reversible with nutritional intervention.)
 - Clinical
 - Pathological
- Treatment (Discuss those applicable) - medical, surgical, chemotherapy, dietary
- Prognosis

V. Nutrition Care Process

- Nutrition Assessment
 - Anthropometric Data
 - Pertinent Laboratory- explain what the value indicates, give normal ranges and bold abnormal values
 - Clinical Signs and symptoms
 - Dietary History and/or dietary recall
 - Medications and potential drug and nutrient interaction
 - Estimated nutritional needs
- Nutrition Diagnosis (PES Statement)
- Nutrition Intervention with goals
- Nutrition Monitoring and Evaluation with goals

VI. Progress of this patient

- Medical and/or surgical treatment -List long-term complications
- Dietary treatment - Indicate and discuss any limitations the prescribed diet may have in terms of allowable foods.

VII. Summary

VIII. Bibliography

Evaluation Form Procedures – ASU/VA Track
Arizona State University
Dietetic Internship

These evaluation forms should be completed by Preceptors for the following rotations:

- 1) **Clinical rotation:**
 - 1 Curriculum and Evaluation form, specific to rotation type
 - 1 Professional Attributes form from VA DI Coordinator (each preceptor you work with may also complete this form, if they wish, and give it to the VA DI Coordinator)
 - Interviewing and Counseling Evaluation forms – at least 3, with passing scores of 32 or higher.
 - 1 Group Presentation Evaluation form for Case Study presentation and additional forms for any other presentation that intern gives (abstracts, in-services, etc.)
 - Project Evaluation form, only if a special project has been assigned (such as creation of a brochure, patient handouts, etc.)

- 2) **Food Service Management rotation:**
 - 1 Curriculum and Evaluation form, specific to food service rotation
 - 1 Professional Attributes form from VA DI Coordinator (each preceptor you work with may also complete this form, if they wish, and give it to the VA DI Coordinator)
 - Group Presentation Evaluation form for any presentation that intern gives (in-services, etc.)
 - Project Evaluation form, only if a special project has been assigned (such as creation of a brochure, bulletin board, etc.)

- 3) **Other 1-2 week rotations:** (such as Dept. of Health, school lunch, etc.):
 - 1 Curriculum and Evaluation form, specific to rotation site
 - 1 Professional Attributes form from Supervising Preceptor
 - Group Presentation Evaluation form, only if a presentation is given by intern
 - Project Evaluation form, only if a special project has been assigned

- 5) **Enrichment:**
 - 1 Professional Attributes form from Supervising Preceptor
 - Group Presentation Evaluation form (only if a presentation is given by intern)
 - 1 Project Evaluation form, for the special project completed during enrichment rotation

*(Note: Intern is required to complete an “Intern Evaluation of Rotation” form for each rotation site and give directly to Internship Director or submit in the E*Value system)*

Professional Attributes

Intern Practice and Performance Evaluation Form

Intern Name _____ Rotation _____

Please evaluate interns' professional attributes. A score of 1 or 2 will require a written corrective action plan.

	Exceeds Expectations (4)	Meets Expectations (3)	Needs Improvement (2)	Does Not Meet Expectations (1)	Comments
Assertiveness/ Negotiation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Ethic/ Dependability/ Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative/ Risk Taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership & Management (Organizational Skills)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Response To Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Management/ Work Prioritization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Thinking/ Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaboration/ Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Focus/ Client Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Did the intern satisfactorily complete this rotation? (circle one) YES NO

Do you have ANY reservations about the advancement of this intern? YES NO

If yes, please elaborate below.

Signatures:

_____ **Preceptor**

_____ **Intern**

Additional comments:

INTERVIEWING AND COUNSELING EVALUATION

Intern Name _____

Rotation/Site _____

The purpose of this form is to identify an intern's strengths and limitations in practice during progression toward meeting the standards for an entry-level dietitian.

- Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.
- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

5	Excellent	Always applies self, integrates materials, and applies concepts.
4	Good	Applies self, generally integrates materials, and/or applies concepts.
3	Adequate	Applies self and knows basic materials only as required.
2	Poor	Vaguely applies self and/or does not clearly grasp basic materials.
1	Unacceptable	Unprepared and/or unable to understand basic materials.

<i>COMPONENTS OF AN EFFECTIVE SESSION</i>	SCALE OR SCORE	COMMENTS
PREPARES <ul style="list-style-type: none"> • Reviews client/patient data. • Prepares environment, materials and teaching objectives. • Discusses plan with preceptor. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
BUILDS RAPPORT <ul style="list-style-type: none"> • Introduces self, explains outline of session. • Uses eye contact and appropriate body language, modulates voice appropriately. • Practices active listening and displays empathy. Appears comfortable with the client/patient and subject area.	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
COLLECTS <ul style="list-style-type: none"> • Gathers subjective information using open-ended and assessment questions. • Effectively brings client/patient back to nutrition topic. • Collects dietary intake data. • Verifies portions using food models. • Reviews and/or obtains anthropometric measurements as appropriate. • Reviews and/or obtains diagnostic data as appropriate. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
ASSESSES <ul style="list-style-type: none"> • Develops intervention plan based on nutrition assessment and individual needs. • Assesses client/patient's current knowledge and readiness to change. • Correctly assesses food records. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
LISTENING/EMPATHY SKILLS <ul style="list-style-type: none"> • Reviews objective findings with client/patient and explains them in simple terms as they relate to nutrition. • Responds to cues from client/patient: addresses questions and concerns first. Acknowledges feelings such as anxiety as well as facts. • Deviates from own objectives as necessary. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	

<i>COMPONENTS OF AN EFFECTIVE SESSION</i>	SCALE OR SCORE	COMMENTS
RECOMMENDS <ul style="list-style-type: none"> • Makes recommendations based on nutrition assessment. • Avoids judgmental language such as, “You need to...” • Offers anticipatory guidance if possible. “What to expect...” • Avoids technical jargon by emphasizing food groups rather than nutrients. • Individualizes education based on client/patient’s usual intakes, culture, lifestyle, and food preferences. • Engages client/patient in demonstrating understanding, e.g.: circling preferences, writing goals. Checks for understanding, restates information. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
SETS GOALS <ul style="list-style-type: none"> • Allows client/patient to set goals and helps make them RUMBA: • Reasonable: must have means to achieve, help determine roadblocks • Understandable: worded in foods or activities • Measurable: contain numbers with quantity, frequency vs. “increase.” • Behavioral: contain activities such as cooking, shopping, tracking, planning • Attainable: small steps to change behaviors. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
CONCLUDES <ul style="list-style-type: none"> • Makes referrals as needed. • Summarizes by restating findings and goals. • Plans next steps in clear and positive manner: e.g. to obtain more information • Makes follow-up appointment as needed 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
FOLLOW-UP <ul style="list-style-type: none"> • Documents session accurately and in timely manner. • Reviews documentation and evaluation with supervising RD. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
TOTAL INTERN SCORE		

Total possible score: 45
 Passing score (70%) 32 or above
 Failing score: 31 or below; intern must repeat the session

Comments:
 Intern’s area of strengths:

Intern’s areas for improvement:

Evaluator’s Signature _____ Date _____
 Intern’s Signature _____ Date _____

PROJECT EVALUATION

Intern Name _____

Rotation/Site _____

The purpose of this form is to identify an intern's strengths and limitations in practice during progression toward meeting the standards of competencies for an entry-level dietitian.

- Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.
- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

5	Excellent	Always applies self, integrates materials, and applies concepts.
4	Good	Applies self, generally integrates materials, and/or applies concepts.
3	Adequate	Applies self and knows basic materials only as required.
2	Poor	Vaguely applies self and/or does not clearly grasp basic materials.
1	Unacceptable	Unprepared and/or unable to understand basic materials.

<i>COMPONENTS OF AN EFFECTIVE PROJECT</i>	SCORE	COMMENTS
PREPARATION <ul style="list-style-type: none"> • Assess target population's needs • Meets with preceptor for input on resources and expected outcomes • Writes objectives of project, and reviews with preceptor • Writes timeline of project steps, including periodic reviews of progress with preceptor • Gathers timely and appropriate data and/or materials 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
PROJECT DEVELOPMENT <ul style="list-style-type: none"> • Takes initiative to identify new approach, methodology, resources, or partners • Handles logistics such as budget, copying, contacts, etc accurately and with minimal supervision • Accurately analyzes data or problem • Discusses rough draft and conclusions with preceptor, responsive to preceptor's feedback on objective, activities, and suggested changes 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
PRESENTATION <ul style="list-style-type: none"> • Presents oral or written project professionally • Identifies how this project might be replicated in other situations 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
TOTAL INTERN SCORE	____/15	

Total possible score: 15
 Passing score (70%) 11 or above
 Failing score: 10 or below; intern must repeat the session

Comments:
 Intern's area of strengths:

Intern's areas for improvement:

Evaluator's Signature _____ Date _____

Intern's Signature _____ Date _____

**ARIZONA STATE UNIVERSITY
DIETETIC INTERNSHIP PROGRAM**

GROUP PRESENTATION EVALUATION

Intern Name: _____ Rotation/Site: _____

The purpose of this form is to identify an intern's strengths and limitations in practice during progression toward meeting the standards of competencies for an entry-level dietitian.

- Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.
- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

5	Excellent	Always applies self, integrates materials, and applies concepts.
4	Good	Applies self, generally integrates materials, and/or applies concepts.
3	Adequate	Applies self and knows basic materials only as required.
2	Poor	Vaguely applies self and/or does not clearly grasp basic materials.
1	Unacceptable	Unprepared and/or unable to understand basic materials.

<i>Components of an Effective Presentation</i>	SCORE	COMMENTS
PREPARATION <ul style="list-style-type: none"> • Identifies learner needs • Defines goal(s) and objective(s) • Logistics: Room set-up, sign-in list, arrange for AV equipment, etc. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
CONTENT <ul style="list-style-type: none"> • Gives introduction • Sequences presentation, logically-states purpose of presentation and uses good transition between sub-topics • Gives accurate information • Uses appropriate level of information and materials • Provides opportunity for questions • Reviews key points as conclusions 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
COMMUNICATION <ul style="list-style-type: none"> • Speaks clearly and distinctly with proper grammar and with enthusiasm • Maintains eye contact • Discerns audience receptivity and adjusts appropriately • Portrays confidence, sincerity and enthusiasm • Uses audio/visual aids appropriately to help strengthen/enhance the message of the presentation • Skills spontaneous and not mechanical • Covers information within the time limits 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
TOTAL INTERN SCORE	_____/15	

Total possible score: 15
 Passing score (70%) 11 or above
 Failing score: 10 or below; intern must repeat the session

Comments:

Intern's area of strengths:

Intern's areas for improvement:

Evaluator's Signature _____ Date _____

Intern's Signature _____ Date _____

**ARIZONA STATE UNIVERSITY DIETETIC INTERNSHIP
INTERN'S EVALUATION OF ROTATION**

Site _____ Rotation _____

Supervising RD's Name _____ Academic Year _____

Directions:

1. Circle the term, which best describe the Supervising RD and then the overall Rotation.
2. Provide comments to clarify your evaluation. Comments required for areas given an evaluation of Average or Poor.
3. Return it to the DI Director within one week following completion of the rotation, if possible.

Rate the following characteristics of the Supervising RD	Excellent	Above Average	Average	Poor	NA
<i>Communication Skills</i> – Gets ideas across effectively & gives appropriate feedback. – States expectations clearly & encourages intern participation.					
<i>Availability/Timeliness:</i> – Keeps appointments & available for intern to discuss material. – Meets deadlines for grading assignments and evaluations.					
<i>Organization</i> – Structures rotation so can learn material in an effective manner.					
<i>Encourages Learning</i> – Asks questions, gives examples to stimulate learning – Receptive to intern's needs/questions.					
<i>Content</i> – Demonstrates knowledge of subject matter of rotation.					
Rate the following parts of the Rotation.	Excellent	Above Average	Average	Poor	NA
Overall Rating of Rotation					
Readings					
Assignment					
Study Guide					

Objectives/Time - Were learning experiences sufficient/appropriate and was adequate time provided to cover objectives and subject area. **YES/NO**

Which experiences/readings/assignments/didactic units facilitated the learning experience the most?

What could have been included to strengthen the experience?

OTHER COMMENTS:

Name _____

**ARIZONA STATE UNIVERSITY
DIETETIC INTERNSHIP
PROFESSIONAL MEETING ATTENDANCE VERIFICATION**

During the ASU DI program, each intern is required to attend at least two Central-AZAND District meetings (or other RD-related professional meetings, with DI Director's approval). As members of Central-AZAND, you will receive notification of meetings from the email Listserv and in the Central-AZAND newsletter. Complete this form after each meeting as noted. After you have attended both meetings, turn this form into the VA DI Coordinator or DI Director. Most meetings are held in the late afternoon or evening hours. Time off from your rotation site should NOT be expected, although it can be arranged at the discretion of the VA DI Coordinator.

MEETING #1

Date: _____ Site: _____

Speakers: _____ Topic: _____

Your Impressions:

MEETING #2

Date: _____ Site: _____

Speakers: _____ Topic: _____

Your Impressions:
